How do I work in PO Workbench?

The following panels will outline how a buyer will retrieve and process a purchase order within the PO Workbench panel.

Login

Navigation

PO Update

1. Login into the PeopleSoft Purchasing 7.5 system and prepare to select a buyer for a specific requisition.

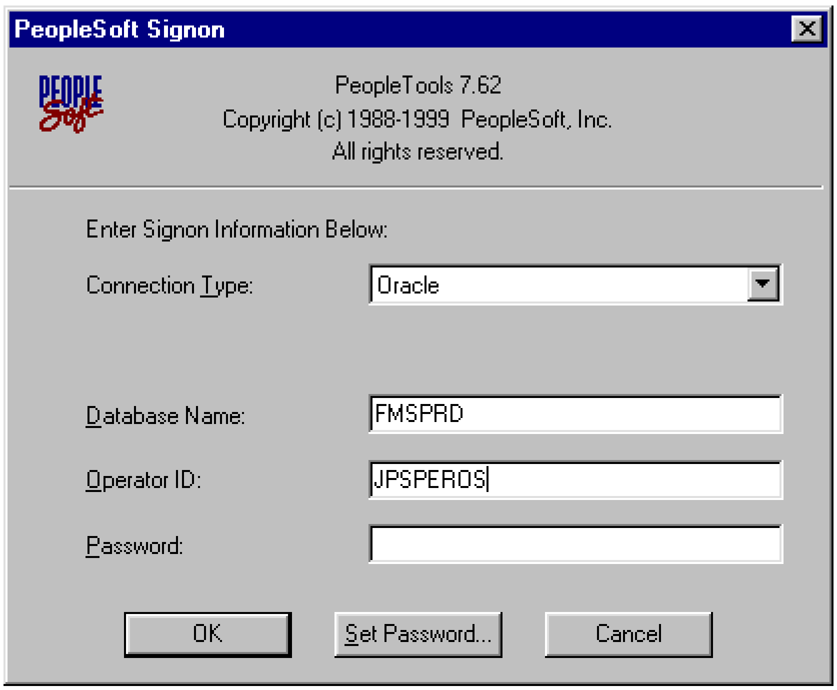
2. Follow the navigation into PeopleSoft Manage Purchase Orders panels.
3. Follow the panels into the PO Workbench and select and work the purchase orders you've created.

4. Once you've accessed the purchase order, you can now update the information.

How do I work in PO Workbench?

Step 1: Login

- Launch the PeopleSoft Signon from the Novel Application launcher.
  - Connection type “Oracle” (Defaulted)
  - Database Name “FMSPRD” (Defaulted)
  - Enter your login name. (UPPERCASE only)
  - Enter you password
- Click “OK”



How do I work in PO Workbench?

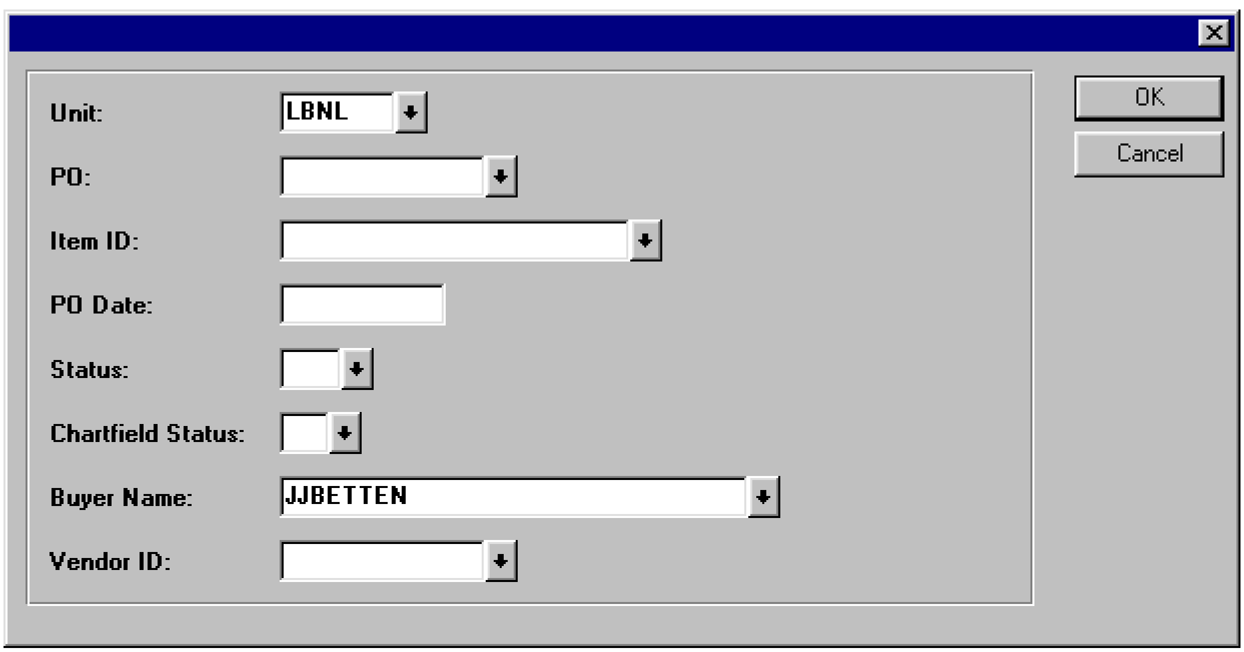
Step 2: Selecting Purchase Orders from the PO Workbench

- ⇨ Go
- ⇨ Administer Procurement
- ⇨ Manage Purchase Orders
- ⇨ Use
- ⇨ PO Workbench
- ⇨ PO Lookup

You can initiate approval, dispatch, print, or cancel a purchase order at the PO Workbench panel. This panel shows you the current status, date, reference, buyer, and dispatch method of the purchase order you select and provides a row of action buttons.

In this initial PO WorkBench panel, click the **Select** button to bring up the dialog box where you will enter your selection criteria.

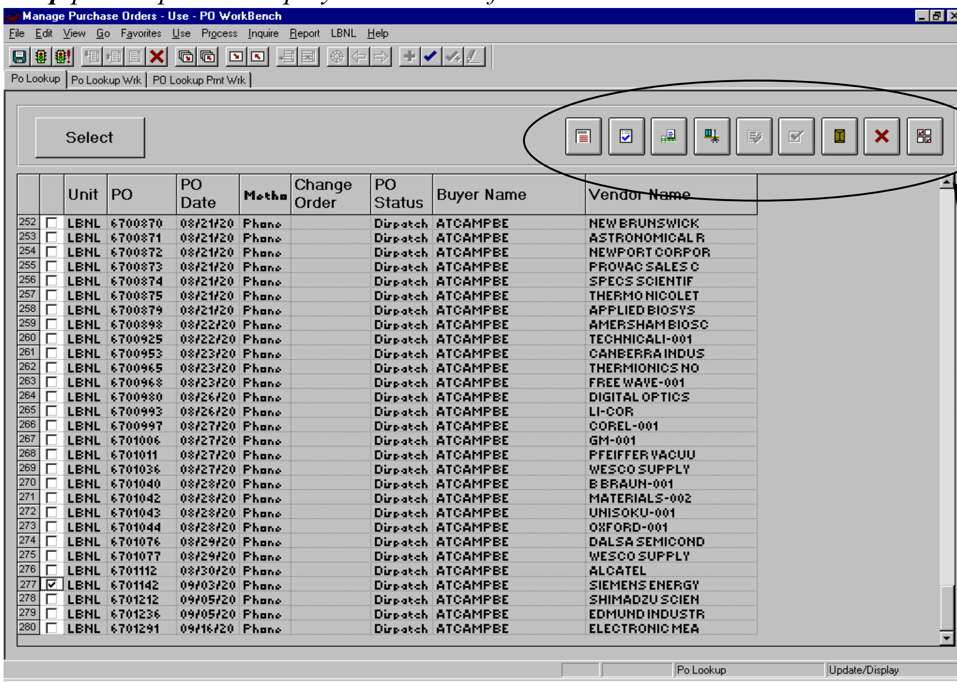
The PO Workbench dialog box displays.



After filling in the PO WorkBench dialog box, Click **OK.**

How do I work in PO Workbench?

The ***PO Lookup*** *panel opens to display a selection of Purchase Orders to choose.*



Select the Purchase Order line by clicking on the checkbox. Once your choice is made, some or all of the following buttons will become available for selection.

Inquire on PO

Update on PO

PO Activity Summary

Cancel

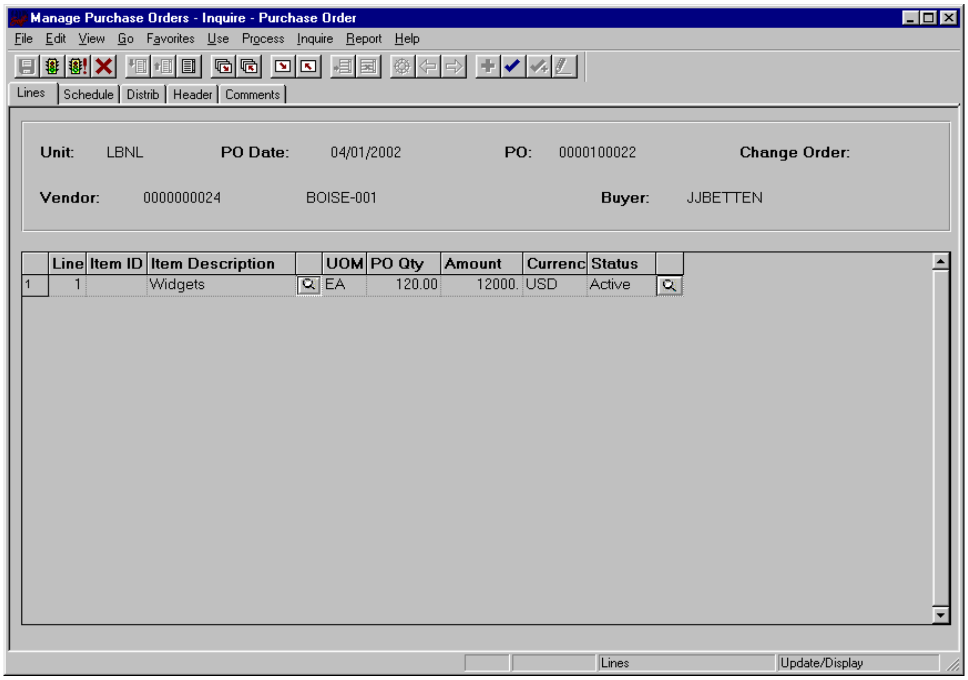
Print Draft

<u>To Update a purchase order from this panel, click on the Update on PO icon and proceed to Step 3.</u>

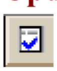
These Action Icons will access specific panels to enable the user to complete or aid the purchasing process. The PO Workbench panel will always remain open on your activity bar until its closed. The process to complete a purchase order is **<u>NOT</u>** based on the order of these buttons.

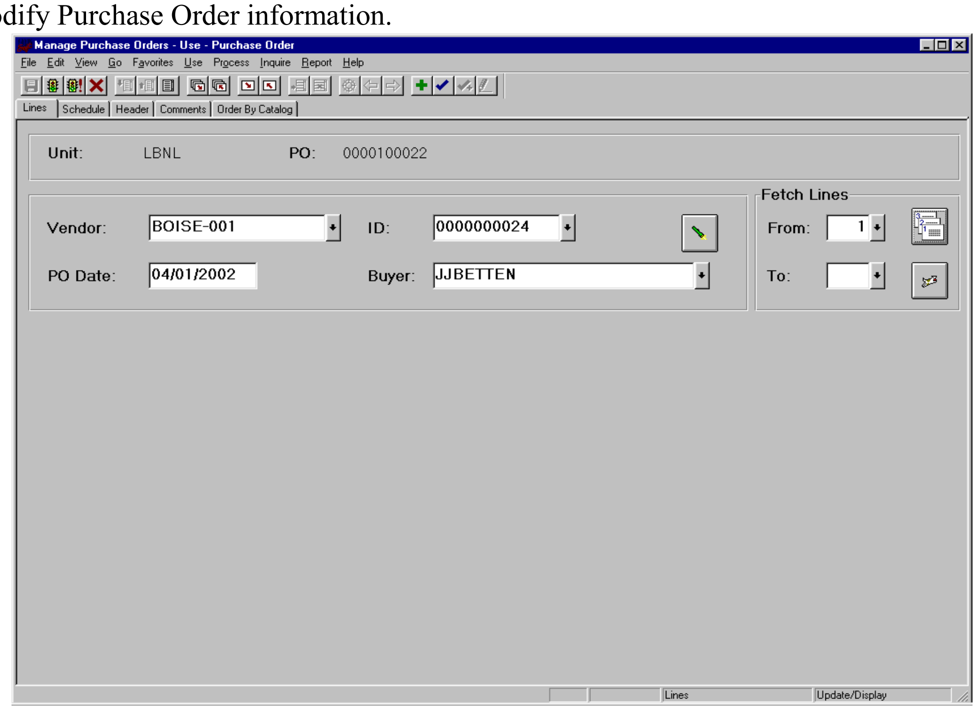
Inquiring about the Purchase Order

 Click the **Inquire on PO** button on the PO Lookup panel to move to the Inquire Purchase Order Header panel. Use this panel to review any information about this Purchase Order.

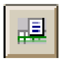


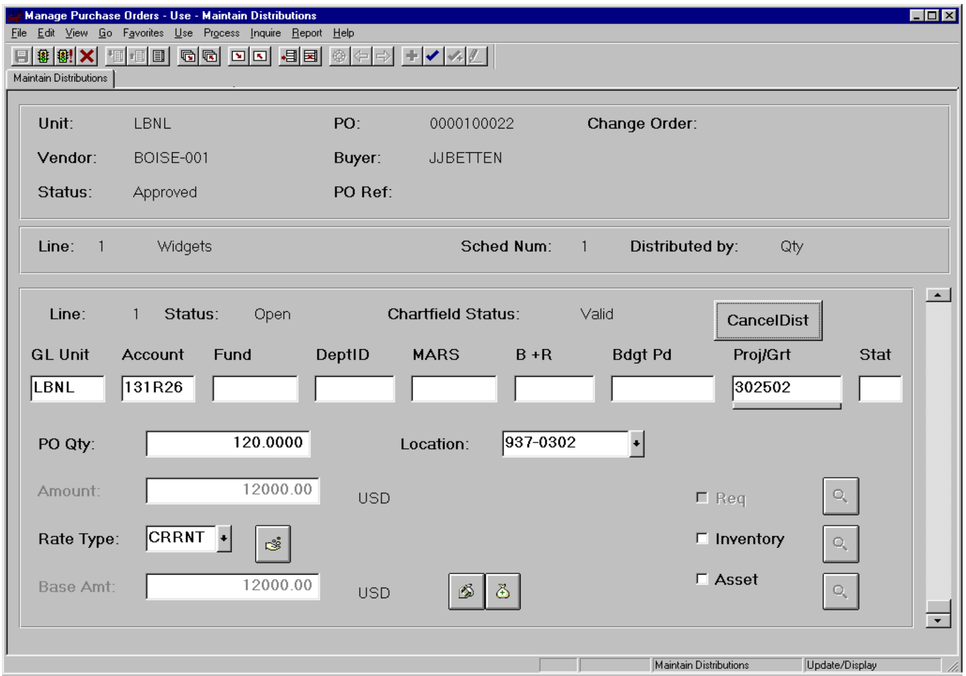
Updating the Purchase Order

 Click the **Update PO** button on the PO Lookup panel to move to the Purchase Order Lines panel. Use this panel to modify Purchase Order information.

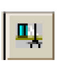


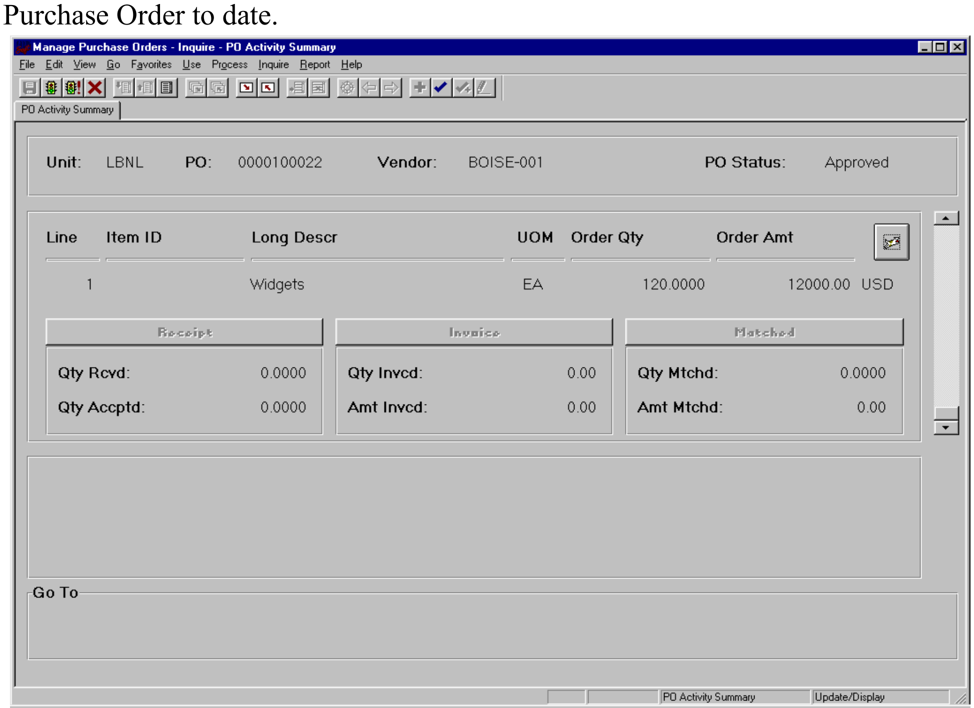
Maintaining Distributions

 Click the **Maintain Distributions** button on the **PO Lookup** panel to move to the Maintain Distributions panel. Use this panel to modify ChartField information.



Viewing Purchase Order Activity Summary

 Click the **PO Activity Summary** button on the **PO Lookup** panel to move to the **PO Activity Summary** panel. Use this PO Activity Summary panel to review the Receiving, Invoicing, and Matching activities that are performed on the Purchase Order to date.



Resetting the Approval Status of a Purchase Order

If the status of the Purchase Order is **Pending Approval or Approved**, the Reset Approval button is enabled. If the status is **Pending Approval or Approved**, clicking on the Reset Approval button will cause the status of the Purchase Order to change to Open. The Reset Approval button will not be enabled if the status of the Purchase Order **is Open, Dispatched, Complete or Cancelled**.

Approving a Purchase Order

Click on the **Approve** button to change the status on the Purchase Order. If the status of the Purchase Order is **Open**, the Approve button is enabled. Due to the approval Workflow process clicking on the **Approve** button will cause the status of the Purchase Order to change to **Pending Approval** only. The **Approve** button will not be enabled if the status of the Purchase Order is **Pending Approval, Approved, Dispatched, Complete,** or **Cancelled**.

Dispatching a Purchase Order

Click the Dispatch button on the PO Lookup panel to move to the Dispatch Options panel. This panel places your purchase order in dispatch mode.

Canceling a Purchase Order

Click the **Cancel** button to cancel the selected Purchase Order. This is only effective if your Purchase Order status is **Initial, Open, Pending Approval, or Approved**. Dispatched or Cancelled Purchase Orders **cannot** be cancelled; Change Orders must be generated for dispatched Purchase Orders.

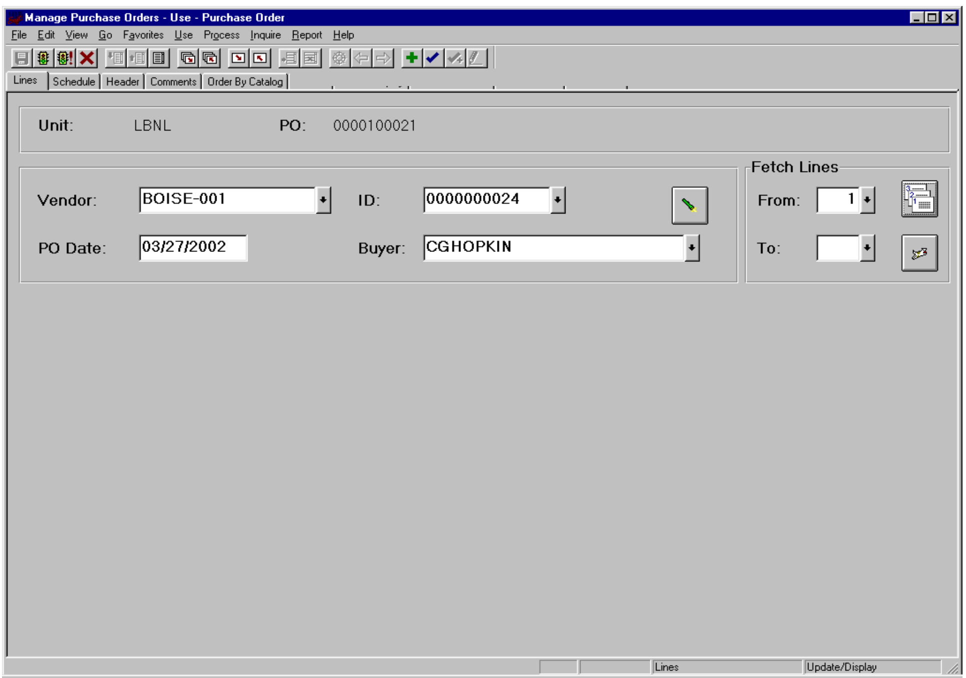
View Purchase Order Draft

Press the View Draft button to display the View Draft panel. Pressing the Run button loads the necessary Crystal report programs to view a draft of the Purchase Order. For performance considerations, the Header and Shipping comments are not displayed.

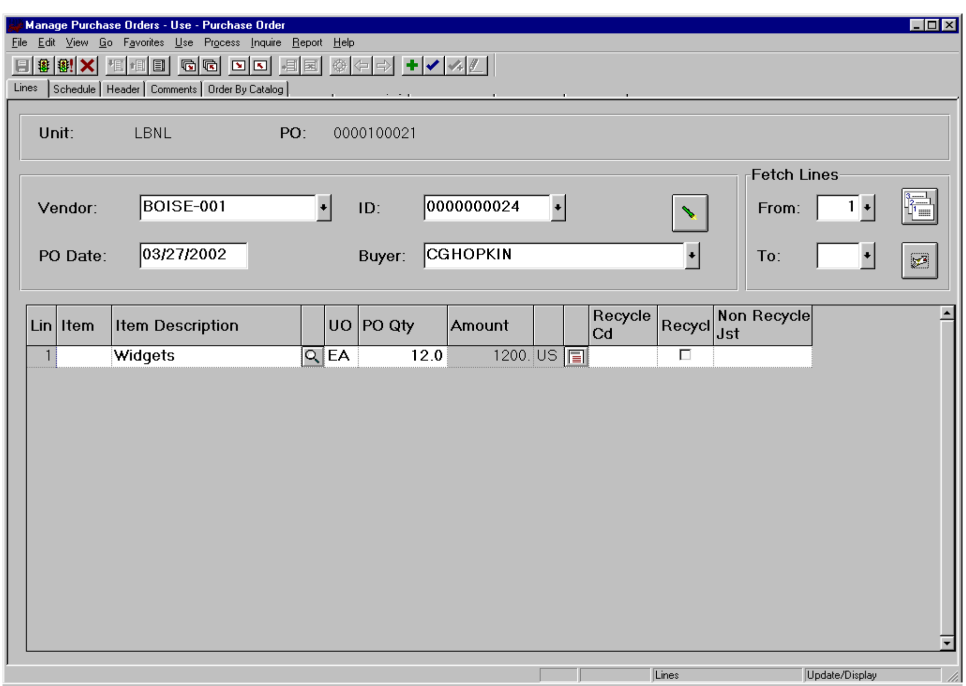
Step 3: Purchase Order Update

Purchase Order Lines

Once you've selected "Update PO" button, it will open a secondary PeopleSoft window for that purchase order.

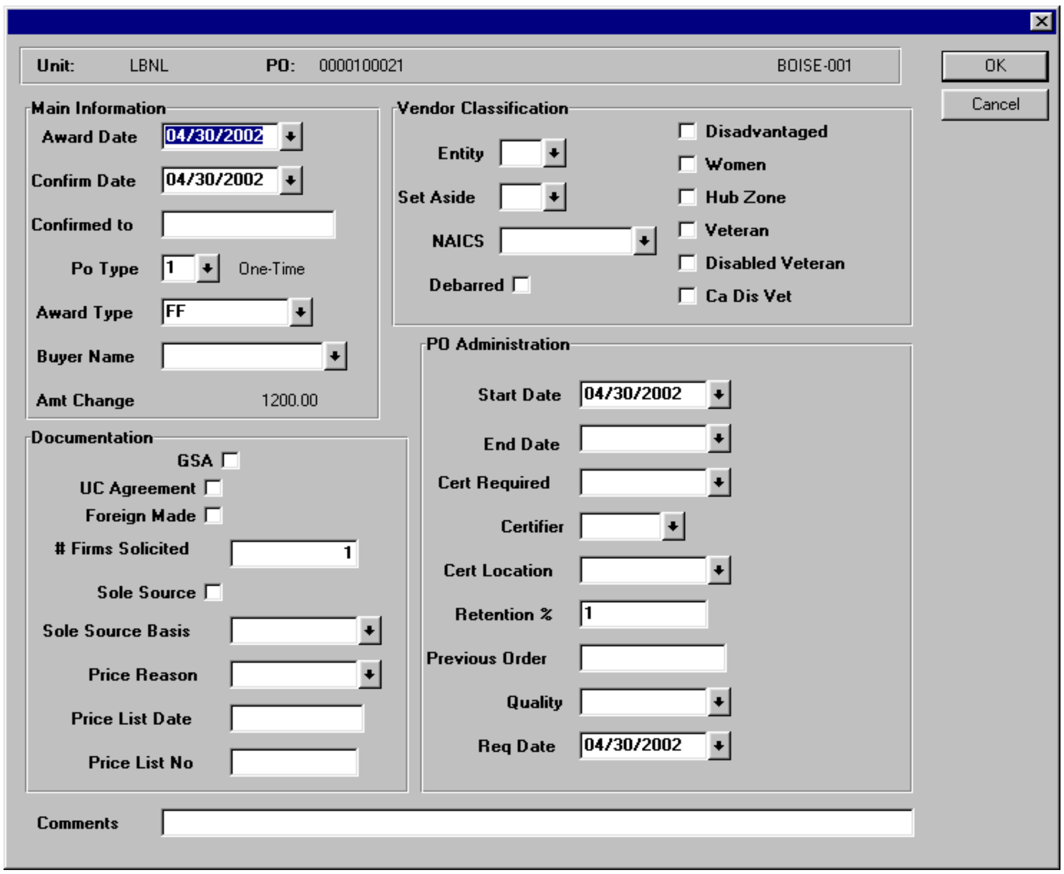


At this panel you will need to click the "Fetch"  button to retrieve the purchase order lines.



Click on the "Mod Panel"  button to access the Mod Table. The "Mod Table is use to capture and report procurement data for each subcontract/PO and modification in several categories as required by Berkeley Lab's Prime Contract with DOE (Department of Energy).

Purchase Orders must be classified into several socioeconomic categories including small, women-owned, disadvantaged, and Hub Zone. Data must also be captured by contract-type, recycled product-type, and several other categories. In addition, Appendix F and LBNL management requires that we collect data to assist in the measurement of performance for various types of procurements and activities.



The several of the fields will be populated from requisitions or system defaulted.

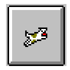
To view what each field represents use the link provided for the Mod Table detail.

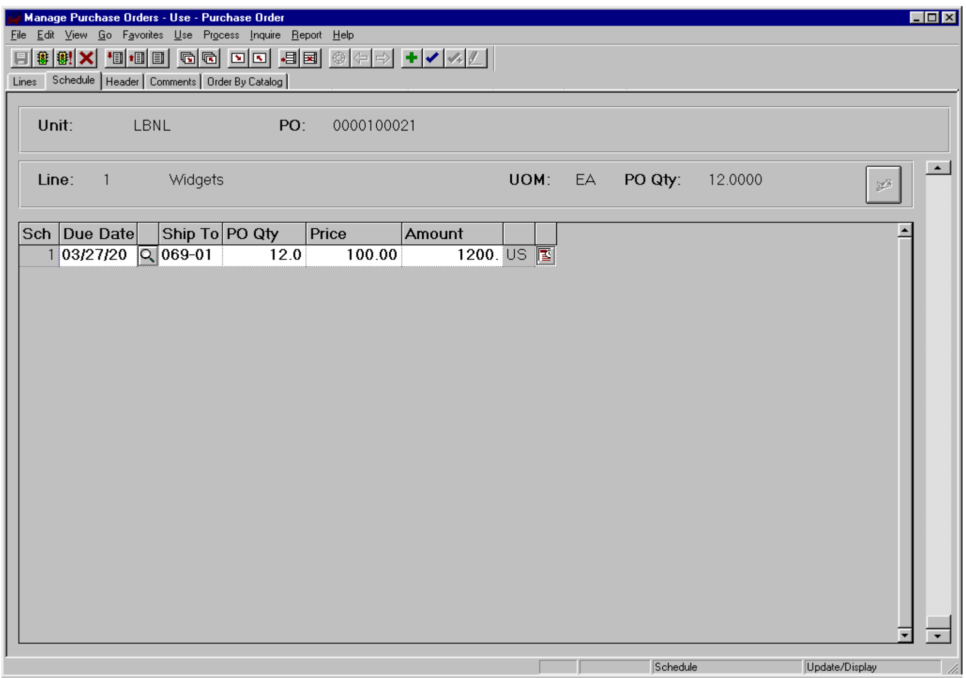
Once this table is complete, click **OK**.

How do I work in PO Workbench?

Defining PO Line Schedules

The Purchase Order line schedule panel enables you to specify multiple shipping schedules for each line of the purchase order. You can enter a **Due Date** for each shipment that you schedule along with the **Ship to Location, POQuantity, Price,** and **Amount**.

At this panel you will need to click the "Fetch"  button to retrieve the Line Schedule information.



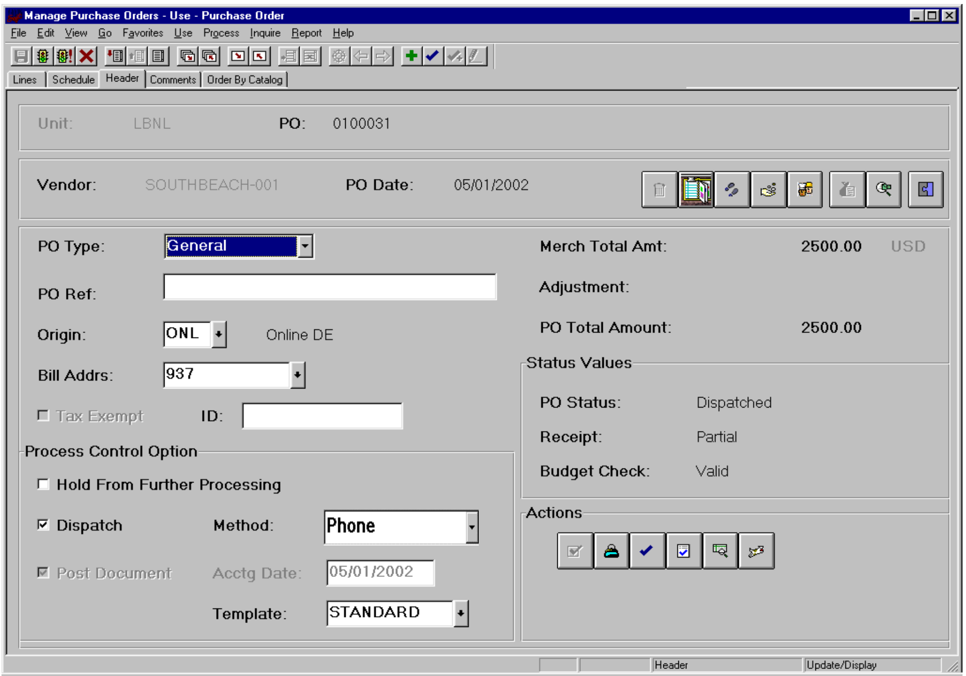
By clicking the **Schedule Details** button,  on the Purchase Order Schedule panel to review or modify the Schedule and Distribution Details.

From the **Schedule Details** secondary panel, you can:

- Review or add schedule details to the selected schedule line.
- Define distributions by either quantity, percent or amount.
- Add various Distribution details.

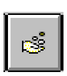
PANEL ELEMENT	DESCRIPTION
	Select the Item Description button for extended item description information.
	Click the Sched Sales /Use Tax button to open the Schedule Sales/Use Tax Information panel.
	**Schedule VAT - N/A**
	**Value Adjustment - N/A**
	Click on the Create Schedule Change to for any change request on the Schedule Line.

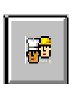
Specifying Purchase Order Header Information

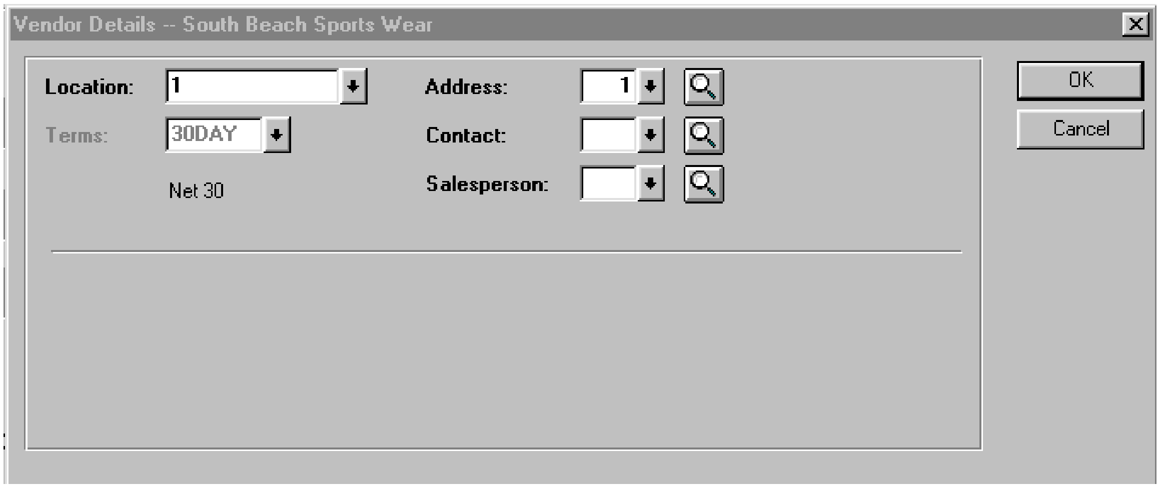


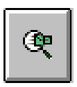
 Defaults Detail panel will allow the operator to override the current values for the purchase order. N/A at LBNL .

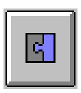
 PO Activities will allow the buyer to enter conversations, comments, notes, etc. with a date for resolution.

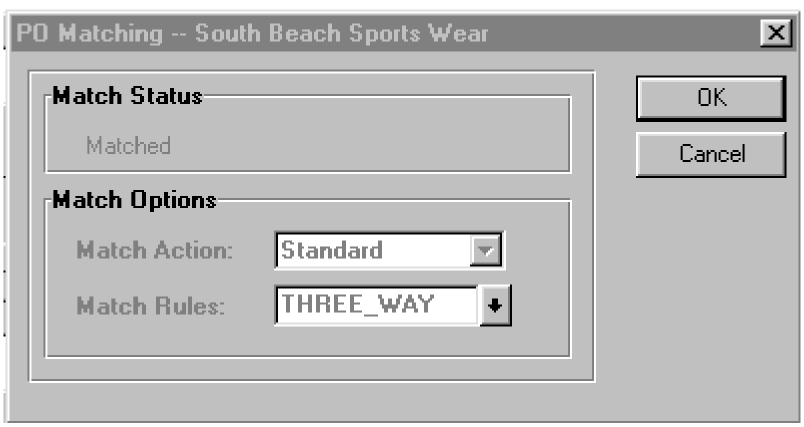
 PO Currency Information display currency type, exchange rate, and Currency Code, this information will default from the business unit set up.

 The Vendor Information panel allows the buyer to view or update information pertaining to the vendor (i.e. Location, Address, Contact, or Salesperson)



 Display PO Dispatch button will allow the buyer to view when this purchase order was dispatched.

 The Matching Information button will show the buyer the Matching information setup for this purchase with this vendor and the Match Status. The buyer will have the opportunity to change the Match Rules pertaining to this purchase.

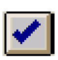


PANEL ELEMENT	DESCRIPTION
PO Type	Establishes the type of Purchase Order you are creating from a user defined selection list. They are not used in Purchase Order Processing, but you can use them for tracking and reporting purposes.
Merch Total Amt	The system maintains Merch Total Amt according to the quantities and prices of the items you add to the Purchase Order.
Adjustment	The total amount of adjustments made to this Purchase Order. This will include VAT and Sales tax amounts.
PO Total	The total merchandise amount plus any adjustments.
PO Ref	Enter any Reference information here. This field is for your use.
Origin	Select the Origin for the Purchase Order.

PANEL ELEMENT	DESCRIPTION
Bill Addrs	Select the Location Code that specifies the Bill Addrs (billing address). This will default from the business unit.
Tax Exempt	Lawrence Berkeley National Lab is tax exempt and this box will default checked with the tax ID number.

In the Process Control Option group:

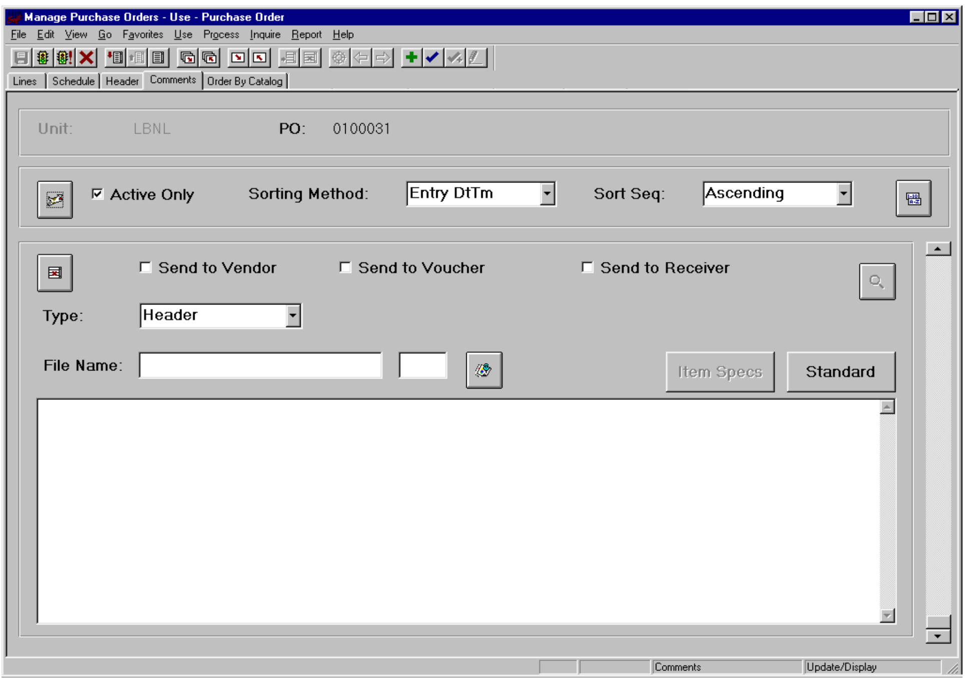
PANEL ELEMENT	DESCRIPTION
Hold From Further Processing	You can prevent further action on a Purchase Order by clicking **Hold From Further Processing**. With this option is on, you can set up a Purchase Order and update it later. When this flag is on, the Purchase Order cannot be approved or dispatched, but it can be modified.
Dispatch	Dispatch defaults to "on", meaning that, once the status is Approved, the Purchase Order is a candidate for the next dispatch process.
Method	The dispatch Method defaults from the vendor if defined, otherwise, the method defaults from the Purchasing Business Unit. You can override this here by choosing: EDI, Fax, Phone, or Print.
Post Document	Selecting the Post Document flag enables posting of encumbrance accounting for this purchase order.
Acctg Date	Accounting Date is the date of the newly created purchase order.
Template	The Template enables you to make changes to the purchase order header for determining accounting entry offsets. Set up the template in Define Gen Options.

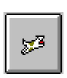
Clicking the **Header Change Request** button will allow you to update any information on the header panel for a dispatched purchase order.

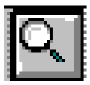
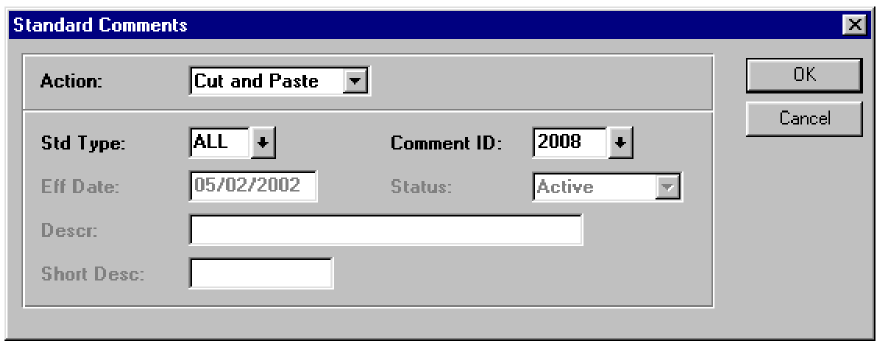
 Click this button will approve the purchase order.

Entering Purchase Order Comments

You can enter any number of comments for each of your purchase orders. The system automatically assigns a comment number for each comment you enter for the current purchase order. By selecting a comment type, you can make your comment specific to the purchase order Header, a specific purchase order Line, or a Ship To Location.



	Click the Load Comments button to retrieve the already established comments for this Purchase Order. If you check the Active box, the system will retrieve only the comments that are active.
Sorting Method and Sort Seq	When reviewing comments, you can sort them in Ascending or Descending order by Public, Line, or EntryDtTm. Public comments are comments that appear on the document you send to the vendor.
	Click the Comment Sort button to perform the comment sort.
	Click the Delete button to deactivate a current comment.
Send To Vendor, Voucher, & Receiver	**Send to Vendor**: to have vendor comments appear on the dispatched Purchase Order. **Send to Voucher:** to have the PO comments be sent to the Voucher header field. **Send to Receiver:** to have the PO Comments sent to the receiver.
Type	Identifies the Type of comments you are creating. Your choices are Header, Line or Ship To comments. If your comments pertain to the entire Purchase Order, use Header comments. If they are specific to one Line but pertain to all Schedules, use Line comments. If your comment is about shipping instructions, use Ship To comments.

	To attach a file to this Purchase Order, enter the File Name and its DOS extension. To view the file, press the Launch File button next to the file extension.
	If this Purchase Order originated from a Requisition, Request For Quote or a Contract and the source document contained comments, you will see the originating document ID. You can click the Go To Source button to view the original document.
Item Specs	Not Applicable at LBNL
Standard	Click the Standard button to apply standard comments as shown in this panel:  **Applying Standard Comments** Select the Action**: Cut and Paste, Include As,** or **Save As**. **Cut and Paste** You can choose a standard comment type and comment ID for modification. If you choose cut and paste, the comment you select will be made available on the Comments panel. From here, you use it as is or modify it in any way. This will not affect the Standard Comment you chose it from. **Include As** You can choose a standard comment type and comment ID to be copied to your Purchase Order comments. If you choose **Include As**, the standard comment will be copied to your Purchase Order comments as it is. You will not be able to modify or add to the text on the comments panel. You can, however, use the Include As multiple times to include more than one standard comment. **Save As** You can use the **Save As** feature to save the comment you just entered as a new Standard Comment type and Comment ID The **Effective Date, Status, Descr** and **Short Descr** will become available for entry. The Comment Std Type must exist, but the Comment ID can be new. If the Comment ID already exists, you can still add your comments as long as the

	effective date is new. If you choose to overwrite an existing Standard Comment, you will be given that choice. Add any number of comments regarding the Purchase Order. The Comment Nbr is automatically incremented for each of your comments. Type your comments directly into the text box or copy in one of your standard comments using the standard comments box. To do this, you'll first select a comment type in Std Type, then enter the Comment ID.